Section 6.3.1 FUNCTIONS MENU
Data Collection/Employee Data Collection
Time Tab - Hours Entry or Hours by CB Entry Option

Purpose	This section provides the procedures for **Timekeepers** and **Employees** to enter time and attendance information by using the Hours Entry or Hours by CB (Coding Block) option window. These windows are used to add, update, or delete time information reported on a daily or biweekly basis. The Hours Entry window is used primarily to record hours for employees using the standard distribution and entering hours worked for each day of the pay period. The Hours by CB window is used to record hours worked on specific projects, grants, etc.
Tabs	Time
Reminders	**1.** The Time tab Hours Entry or Hour by CB Entry window is accessed through the Functions, Data Collection, or Employee Data Collection items from the menu bar. Timekeepers will enter time for the employee selected from the Selection List. Employees may only enter their own time. **The following applies to both options** **2.** Information may be copied from one employee or pay period to another by using the Copy From button. However, this must be done under the Selection Tab *(see Section 6.2)* before entry of time. Only the entire pay period may be copied; data for only specific days cannot be copied. **3.** A user may also select to copy coding blocks and/or hours to the Activity window by using the Copy Time bottom button. Coding blocks may also be copied to the Equipment window. This button is activated when the Activity or Equipment tab is selected. *Continued*

Time Tab - Hours Entry or Hours by CB Entry Option

Reminders *(Continued)*

4. When time has been entered, changes may be made any time during the pay period prior to submitting time. However, if time has been submitted and a change is necessary, an employee may change their own time, if it has **NOT** been approved and they have the proper security. Otherwise, the timekeeper must change it for them. A timesheet may be changed by clicking on the Modify button. An agency must grant security to the employee or timekeeper to make changes. If the Modify button is inactive, it cannot be used.

Once time has been approved, an employee cannot modify his/her own timesheet through the Data Collection or Employee Data Collection windows. Changes may only be made through the Modify button on the Approval windows or TKU Processing window by a timekeeper. If a timesheet has been audited or certified, no changes may be made. Changes may be made after a TKU is released, if the proper security has been given. The status of a timesheet or TKU may be viewed from the History tab on the Employee Data Collection, Data Collection window, Data Collection Inquiry, or the Approval windows (for timekeepers only).

5. When time is deleted for a day, any comments entered will automatically be deleted. However, if the same Hours Type exists elsewhere in the timesheet, the comments will remain.

6. Time information may be submitted from any of the tabs on the Data Collection or Employee Data Collection windows. When using the Hours Entry window, time information is submitted for one employee at a time. The categories to be submitted (time, activity, and equipment) are selected from the Submit pop-up window for that employee. The Submit pop-up window displays when the Submit button is clicked on the Data Collection or Employee Data Collection windows.

The following applies when using the Hours by CB Entry Option

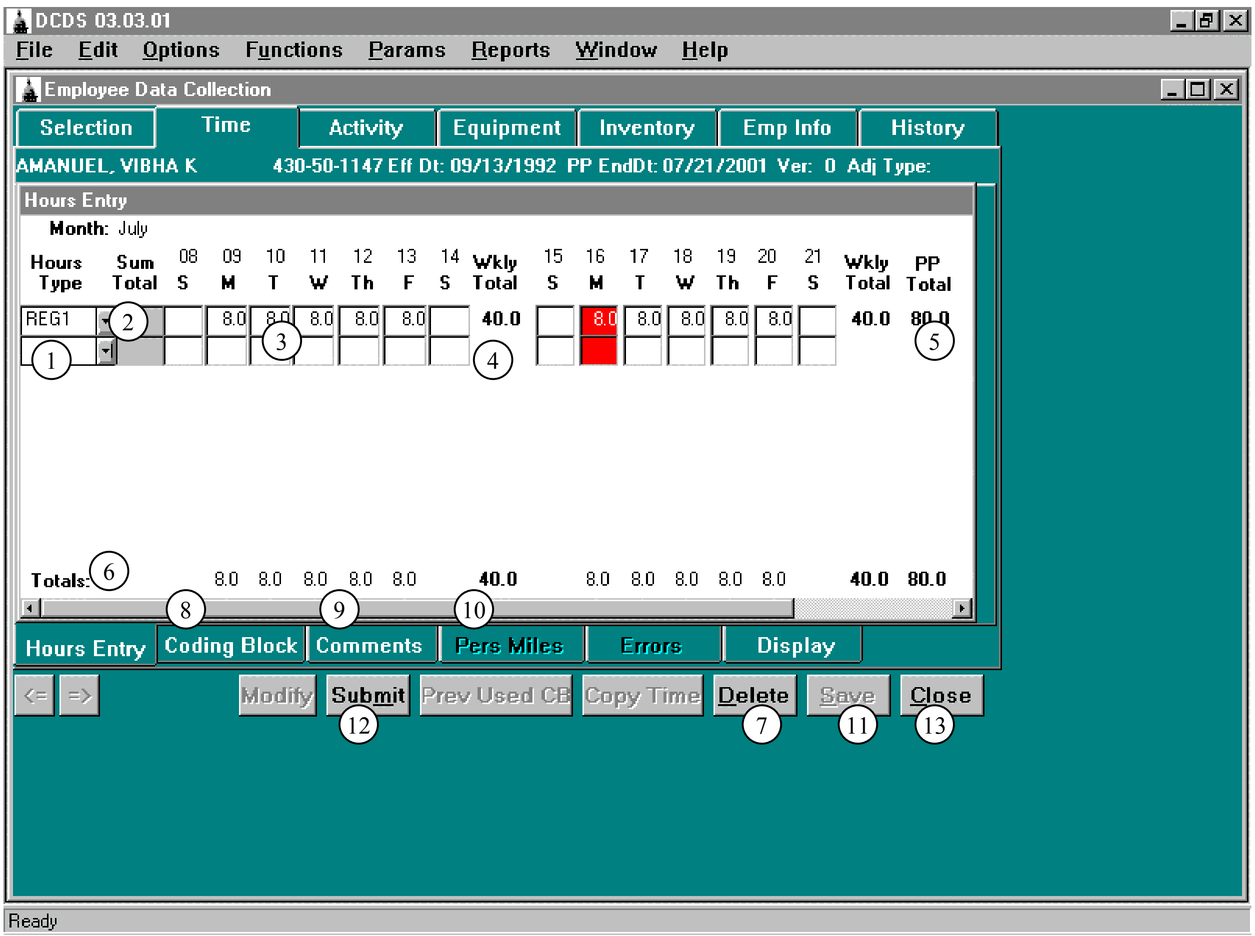
7. Coding block elements displayed may vary for each agency. An agency defines which elements are to be displayed under the Options, TKU Options, TA Options tab items from the menu bar.

References

No Specific References

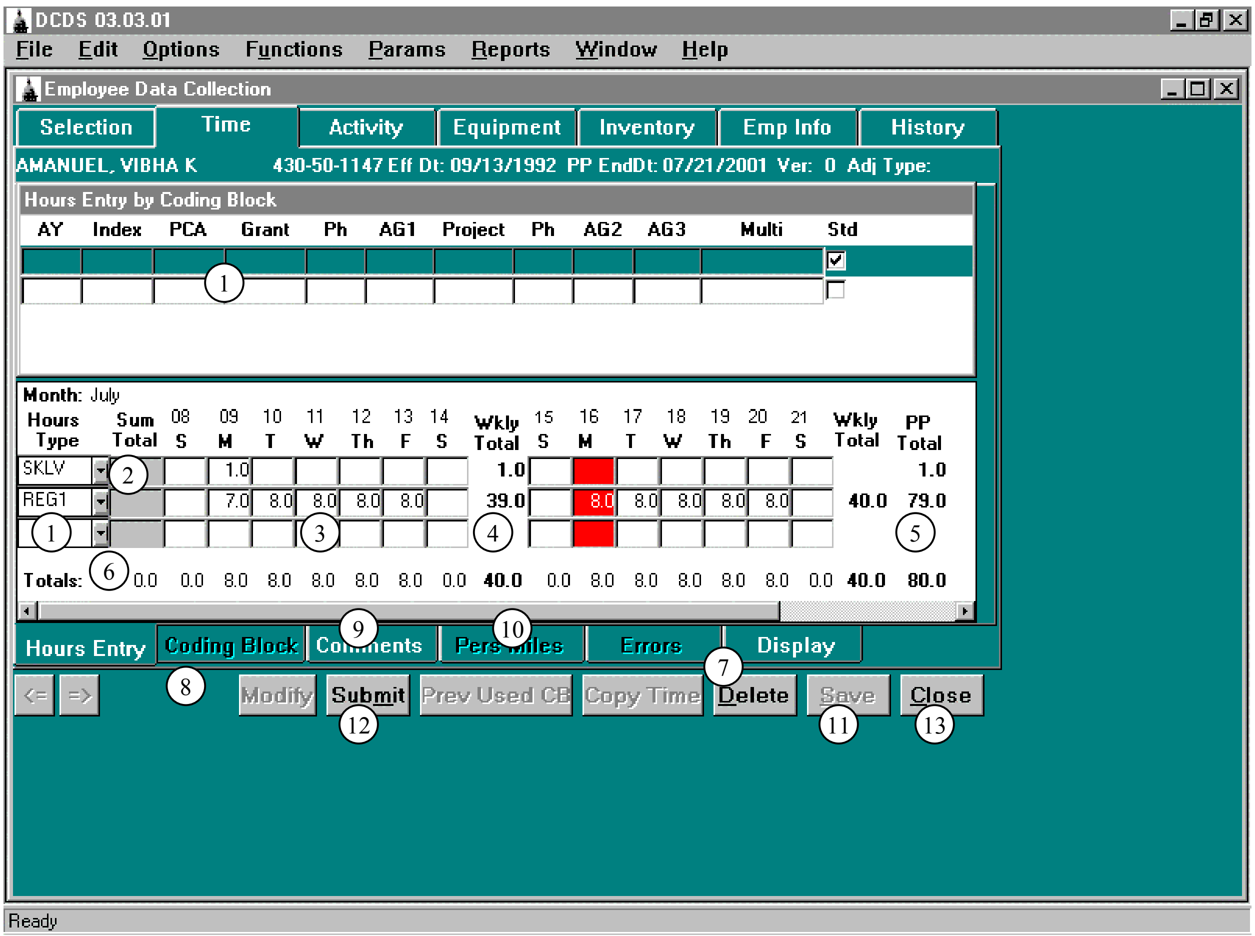
Time Tab - Hours Entry

The following window is displayed in Data Collection or Employee Data Collection when the selection criteria information has been entered, Time tab has been selected and the **Hours Entry** option has been selected from the Options menu bar. The steps are described on the following pages.



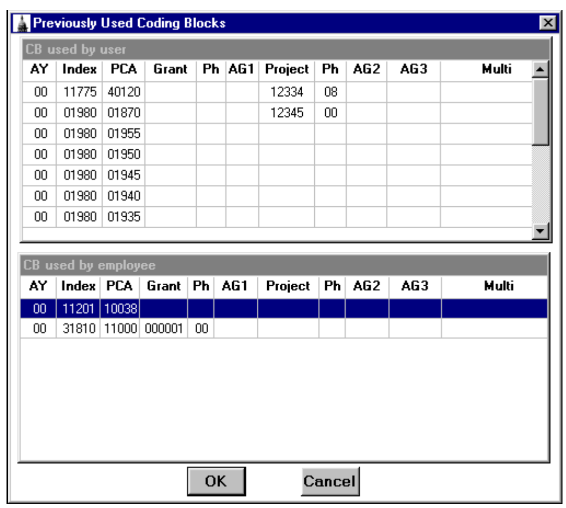
Time Tab - Hours by CB Entry Option

The following window is displayed in Data Collection or Employee Data Collection when the selection criteria information has been entered, Time tab has been selected, and the **Hours Entry by CB** option has been selected from the Options menu bar. The steps are described on the following pages.



DCDS Input Procedures
Time Tab - Hours Entry or Hours Entry by CB Option

Follow the steps below to enter employee's time.

<table>
<tr><th>Step</th><th>Field Name</th><th>Action</th></tr>
<tr><td>1</td><td>Hours Type* or Coding Block</td><td>
Hours Entry Option - Select the valid hours types from the dropdown list or enter the appropriate hours type. If an agency chooses, the default work schedule will display.
Hours Entry By CB Option - The Std field will be checked when the window is first displayed. This indicates that the standard coding block will be charged. To view the standard coding block elements, click on the Emp Info tab, then on Std Distribution bottom tab. If time is being charged to a coding block other than the standard, enter the coding block Fiscal Year in the AY field and tab to the next field. This will then allow for coding block data to be selected from the dropdown or click on the Prev Used CB bottom tab to view the last 15 coding blocks entered and the coding blocks used in the previous 4 pay periods. The following pop-up window is displayed:


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</table>

**indicates a required field that must be entered*

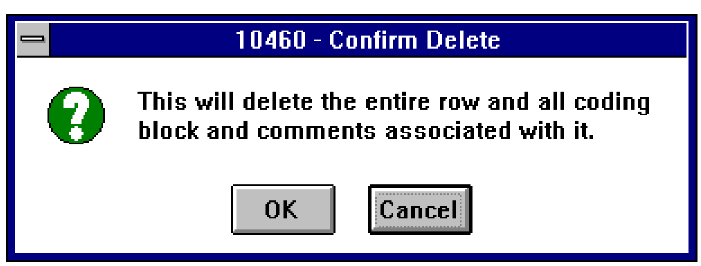
Time Tab - Hours Entry or Hours by CB Entry Option

Step	Field Name	Action
	Hours Type or Coding Block (*Continued)*	If time is to be charged to one of the coding blocks displayed, place the cursor in the row on the Hours by CB Entry window where the coding block is to be placed. Select the coding block to be charged from the pop-up and double click on that row or highlight and click the OK button. The coding block will automatically be placed in the coding block fields on the Hours by CB Entry window, and time will then be charged to the coding block selected. Click the Cancel button to remove the Prev Used CB window.
Summary Entry		
2	Sum Total	Enter the total hours worked for a particular hours type per pay period. **Note:** This field may only be used for employees who are FLSA exempt (no overtime allowed based on Fair Labor Standards Act code), and their agency's policy allows summary totals. Do not enter hours in this field if the days of the week fields are filled. Employees who are non-exempt cannot enter time on a summary basis; this column is inactive for those employees.
Daily Entry		
3	Days of the Week*	**Hours Entry** - Enter the total hours by hours type for each day of the week. The month and dates of the pay period selected are displayed above the days of the week fields. Daily time is typically reported when the timesheet is being approved on-line. **Note:** If an agency chooses the default work schedule hours to display, these fields will be pre-filled with the employee's regular work schedule. If making changes to the default work schedule, only the days that are different from the default need to be changed. If the employee worked their regular default work schedule, no changes need to be made, and time information may be submitted. *Continued*

**indicates a required field that must be entered*

Time Tab - Hours Entry or Hours by CB Entry Option

Step	Field Name	Action
	Days of the Week *(Continued)*	**Hours by CB Entry** - Follow the steps below to change the default work schedule charged to the standard coding block, and enter a new coding block for which time is charged: **1.** To change the hours of the default work schedule displayed, highlight the hours in the appropriate day of the week field, and press the Delete key on the keyboard (or press the backspace key). If the entire row of default hours is being changed, place the cursor in any field on the row, and click the Delete button on the bottom of the window. **2.** To report a new coding block (other than the standard), enter the new coding block elements on the next available coding block row. Enter the hours charged to the new coding block on the first available row for hours entry. Use the Tab key on the keyboard to move to the next field. Only the hours charged to the coding block that is highlighted will display
4	Wkly Total	Displays the sum of total hours worked for a particular hours type per week.
5	PP Total	Displays the sum of total hours worked for a particular pay period.
6	Totals	Displays daily and weekly totals for the pay period. If Summary hours are reported, only a summary total will display.
7	Delete button	To delete an entire row of information, click the Delete button. When a row of hours is deleted, any comments reported for those hours are also deleted. A pop-up window will display to confirm the delete. Click OK to delete the information or click Cancel to cancel the action.



Time Tab - Hours Entry or Hours by CB Entry Option

8	Coding Block bottom tab	If using the **Hours Entry Option** and coding block information needs to be entered for a specific hours type, click on the Coding Block bottom tab *(see Section 6.3.2 for entry instructions)*. If using the **Hours by CB Entry Option**, this tab is inactive and cannot be used.
9	Comments bottom tab	Click on the Comments bottom tab to enter comments for a specific hours type or day *(see Section 6.3.2 for entry instructions)*. If comments were entered under Leave/OT Request, they will automatically be displayed.
10	Pers Miles bottom tab	Click on the Pers Miles bottom tab to enter personal mileage used *(see Section 6.3.2 for entry instructions)*. Hours must be entered on the timesheet before the Personal Mileage can be entered.
11	Save Button	To save information entered, click on the Save button located at the bottom of the window (or press Alt + S). This will save all information entered on the Data Collection or Employee Data Collection window. ■ Saving timesheet information will not submit it for approval. A timesheet may be saved many times. If time is ready to be submitted, go to the next step. ■ The information that is saved may be updated until it is submitted for employees or until time and attendance processing is complete for timekeepers. ■ If time is not submitted when time and attendance processing is complete or the timekeeper does not generate a timesheet, a system generated timesheet will automatically be generated based on the employee's standard hours. If the employee is permanent intermittent (PI) or part-time, a timesheet based on the average hours worked the last six pay periods would be generated. Employees that are non-career, SPS or have a Status code that indicates they are pending their final pay, would have a zero timesheet created. If a timesheet has been submitted or approved, but the TKU has not been released, the system will automatically send the information as reported on the submitted and/or approved timesheet. *Continued*

Time Tab - Hours Entry or Hours by CB Entry Option

<table>
<tr><th>Step</th><th>Field Name</th><th>Action</th></tr>
<tr><td>11</td><td>Save button
(Continued)</td><td>

- Validation of time entered takes place when the **save** button is clicked. A message will display if errors or warnings are found. Errors and/or warnings are described on the Errors bottom tab. Errors remain until they are corrected; warnings do not. All errors must be corrected before time is submitted. For information on a specific error *see Section 2.3*.
- When a timekeeper has selected more than one employee from the Selection List, click on the Next Employee button to display information for the next highlighted employee.

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<tr><td>12</td><td>Submit Button</td><td>

If time information is complete, click on the Submit button located at the bottom of the window (or press Alt + M). The following pop-up window is displayed to verify the categories of information to be submitted for the employee.

The Time field will default when the window displays. Select the fields that will be submitted for an employee. Click on the OK button to submit the information.

Continued

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Time Tab - Hours Entry or Hours by CB Entry Option

Step	Field Name	Action
12	Submit button *(Continued)*	■ This button forwards completed time information for further processing. ■ Timekeepers do not have to submit time information for **all** employees within a TKU at the same time. ■ If errors/warnings have not been corrected, a message will display to notify the user that errors or warnings were found. Errors must be corrected before time can be submitted (*see Section 2.3 for information on a specific error)*. ■ After time information has been submitted, other users with appropriate security may inquire on the information. The information may be accessed through the Data Collection Inquiry window for all users and the Approval windows, and/or TKU Processing window for timekeepers. ■ After time information has been submitted, updates can be made through the Modify button on the Data Collection, Approval or TKU Processing window. Typically, updates are done by someone other than the user that submitted the time (unless an agency grants security to the user to make modifications to time information that they have entered). ■ After all updates have been completed, the information is transmitted for further processing. If the approval process is on-line, the time is transmitted to be approved, audited, and/or certified, and released. If time is approved prior to being entered in DCDS, the time is transmitted to be audited, and/or certified, and released.
13	Close button	Click on the Close button to exit window. To report or display additional time and attendance data click on the appropriate tab(s).